



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 11101.3
N5A
FEB 18 00

NTC GREAT LAKES (COMPLEX) INSTRUCTION 11101.3

From: Commander, Naval Training Center, Great Lakes

Subj: DETERMINATION OF LIABILITY IN CASE OF DAMAGE TO
GOVERNMENT HOUSING AND ASSOCIATED PROPERTY

Ref: (a) NAVFAC P-930, Navy Family Housing Manual
(b) SECNAVINST 11100.7A

1. Purpose. To prescribe administrative procedures for the conduct of an investigation in cases involving suspected negligence or willful misconduct by residents of family housing resulting in damage to Government housing and associated property.

2. Background. References (a) and (b) provide guidance concerning housing residents' liability for damage to quarters, equipment, furnishings or associated grounds. Reference (b) provides guidance for determining and collecting reimbursement for costs incurred when the investigation assigns liability to the resident. Reference (b) also provides authority for involuntary checkage of pay of service members who are responsible for damage to their assigned government quarters and associated furnishings and grounds.

3. Action.

a. In cases where damage exceeds nominal amounts (such as extensive fire-related damage) initial inspection reports will be completed by the Naval Training Center (NTC) Family Housing Department. Cost estimates, along with repair or replacement costs, and if applicable photographs, will be included in the report. The appropriate Great Lakes Family Housing Manager will provide a recommendation as to the extent of resident liability and the costs to be recovered.

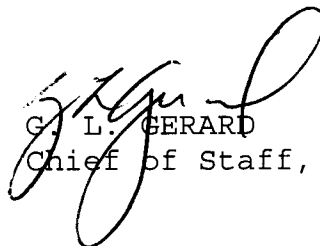
b. Residents shall be liable for the costs of cleaning made necessary by their failure to satisfactorily clean a family housing unit upon termination of assignment.

c. The Family Housing Manager will forward all supporting documentation to the Director, Facilities Management Division for approval. The Facilities Director will then assign the costs to be collected from the responsible party.

d. The resident may elect to personally repair or replace the property that is lost or damaged; or procure the services from local commercial firms; or elect to pay for the loss or damage.

e. If the resident fails to make proper restitution, the service member's pay will be garnished for involuntary deductions. Authorizations to garnish pay for involuntary deductions cover the cost of repairs or replacement due to the loss of or damage to family housing, including furnishings or equipment, plus the cost of quarters cleaning when a family housing resident fails to satisfactorily clean the family housing unit upon termination of assignment.

f. Residents who are held accountable for any loss or damage shall be afforded due process protections in accordance with reference (b). Appeals shall be forwarded to the Staff Judge Advocate (SJA), NTC for review, and then to the Commander, NTC, for appeal determination. Any appeal must be received by the SJA not later than 10 calendar days after the resident receives the family housing property loss/damage/cleaning correspondence.


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